



# VACANCY ANNOUNCEMENT

***The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until November 30, 2022.***

Title <b>Health Science Specialist [Unclassified]</b>			Salary <b>TBE</b>
Posting Number <b>E333-20</b>	Position Number <b>961905</b>	Number of Positions <b>1</b>	Posting Period * From: <b>10/09/2020</b> To: <b>10/23/2020</b>
Location: <b>369 South Warren Street, Trenton NJ, 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>The Rapid Mobile Response Team (RMRT) Project Director is responsible for the overall management of the day-to-day operations of the New Jersey Department of Health mobile unit. The Project Director is charged with developing, implementing, managing, evaluating, and reporting of the RMRT. Responsibilities include developing written policies and procedures, protocols, and workflows; staff training, ordering of equipment and supplies, maintenance of mobile units, communications, data collection, quality assurance and continuous quality improvement, state and federal reporting, and all other responsibilities as indicated.</p> <p>This position will work with Executive Director to procure medical team mobile units. Write job descriptions for medical team: Driver/Security, Advanced Nurse Practitioner, Medical Assistant, Patient Services Representative, and Community Health Worker. Work with Executive Director to hire medical team.</p> <p>This position will also develop written policies &amp; procedures, protocols, and workflows for RMRT operations. Train medical team members. Responsible for ordering office supplies, COVID-19 test kits and reagents, personal protective equipment, testing tents, and all other equipment and supplies. Responsible for maintenance of mobile units (gas, oil changes, inspection, etc.), obtaining insurance, obtaining and maintaining vehicles license, cleaning, etc. Work with Executive Director and Communications Unit to promote RMRT services. and develop and implement system to receive internal and external requests for RMRT services.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> A Doctorate from an accredited college or university in discipline appropriate to the position.</p> <p><b>EXPERIENCE:</b> Four (4) years of experience in an area appropriate to the position.</p> <p><b>NOTE:</b> A Master's degree in a discipline appropriate to the position plus an additional two (2) years of experience as specified above may be substituted for the Doctorate.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PSTOC@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #E333-20 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0355</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*